

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	FEC-EV-001-16
		募集締切日： Closing Date	16 Feb 16 1st Cut-off: 5 Jan 16 2nd Cut-off: 26 Jan 16
		発行日： Date of Issue	16 Dec 15
1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LD <u>3</u>) <div style="text-align: center;"> Chemist, #432 (化学職) Acceptable trainee level (採用可能見習い等級): 1-5 </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 2em;">1 名</div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Naval Facilities Engineering Command Far East Operations Officer Environmental BL		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ カ月 Months)	
勤務場所 Working Place: Tomari-cho, Yokosuka			
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <div style="text-align: center;">See attached.</div>			
7.資格要件／身体条件 Qualification/Physical Requirements a. Must have a Bachelor's degree with specialized education in the field of Chemistry, Bio-chemistry, Chemical engineering, Physical Science, or any related field. b. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of master's degree in a related field. c. Knowledge of appropriate methods and equipment usage to perform chemical analysis of various samples and materials. d. Knowledge of standards and methods of chemical analysis, such as, EPA and JIS methods, and other related Japanese Environmental laws and regulations. e. Skill in applying established standardized chemical sampling methods in a laboratory setting. f. Ability to improve, update and maintain Standard Operating Procedures (SOP) for laboratory processes. g. Ability to perform field sampling for subsequent chemical analysis. h. Ability to speak, read, and write English at fluent proficiency level (LD-3)			
* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-5: a. Must have a Bachelor's degree with specialized education in the field of Chemistry, Bio-chemistry, Chemical engineering, Physical Science, or any related field. b. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-years college/university in a related field. * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し (化学、生化学、化学工学、自然科学、または関連のある分野) Copy of certificate for Bachelor's degree in Chemistry, Bio-chemistry, Chemical Engineering, Physical Science, or related field.</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>		
<p align="center">9. 応募書類提出先 Office to Submit</p> <p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.</p> <p>1. 内部応募者（現 MLC/IHA 従業員）提出先 (米海軍横須賀基地日本人雇用課 (HRO)) : Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>〒238-0001 神奈川県横須賀市泊町 1 番地 PSC 473 BOX 22 CNRJ HRO N132 内線/Extension 243-8152</p> </div> <div style="width: 45%;"> <p>〒238-0001 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132</p> </div> </div> <p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p> <p>2. 外部応募者（非従業員）提出先 : Off Base Applicants must submit to:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.</p> </div> <div style="width: 45%;"> <p>〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section</p> </div> </div>		
<p align="center">10. 事務処理欄 For Official Use</p>		
募集部隊担当 Activity POC: BD2		軍電 (DSN) 243-6198/243-7462
PD No.: FEC-EV-003	PD is accurate and current. Certified by Activity: jt 12/3/15	HRO: (rcvd: 12/10) is 12/10 kw 12/11

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Task List

Chemist, #432-6, PD# FEC-EV-003

Performs professional and scientific work on phases of long and short-range projects and investigations in the field of chemistry. Utilizes laboratory equipment such as the atomic absorption spectrophotometer (AA), gas chromatograph (GC), mass spectrometer, and other analytical equipment to determine properties of Hazardous waste and materials, waste oils, paints, solvents, photo chemicals, soil, sludge, etc. and performs analysis for drinking water and waste water in accordance with Japan Environmental Governing Standards (JECS) guidelines. Collects samples from water pipes, drinking fountains and domestic/industrial waste water treatment plants and analyzes for substance such as lead, copper, cadmium, chromium, mercury, etc. and other as required by Japan and US EPA regulations.

Prepares reports covering assigned analytical investigations. Presents data, indicates references, general observations made and resulting conclusions. Prepares the necessary correspondence in connection with inquiries of related technical information. Coordinates and instruct lower grade employees, if any, in the more advance phases of laboratory work and furnishes technical advice in his/her field of specialization.

Collects samples and analyze lead contents in lead base paints. Takes samples and analyzes asbestos in walls, roofing, floor tile, sealing tile, etc. Prepares reports base on the results and provide them to requestors.

Collects samples and performs field analysis, routine and special laboratory analysis of potable water and wastewater, soil and sludge in accordance with Japan Environmental Governing Standard (JECS) and other relevant guidelines. Takes samples from potable water, systems, drinking water fountains, domestic/industrial waste water treatment plants, reclaimed grounds, etc. for analysis lead, copper, cadmium, chromium, mercury and other substances required by Japan and US EPA regulations. Performs analysis of and other substances required by Japan and US EPA regulations. Performs analysis of fuel oil (FJ-1) for quality prior to leading operations to the mail fuel tank from fuel ships.

Prepares and updates documentation and computer database of drinking water, asbestos, storm, water and other media as required utilizing RSIMS.

Provides advice to the customers regarding hazardous substance spills as required. Assists with containment and clean-up procedures at the spill site.

Performs other related, administrative, or incidental duties as assigned.